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Medical Command

HEALTH PROMOTION PROGRAM

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This instruction establishes guidelines and responsibilities for management of the McChord Air Force Base Health Promotion Program as established by DODD 1010.10, Section F, and AFI 40-101. The goal of the program is to encourage a healthful lifestyle among the members of the McChord AFB community by facilitating an environment whereby individuals may acquire knowledge and skills that promote and encourage healthy lifestyle behaviors. This instruction applies to all military personnel and retirees, their families, family members of deceased active-duty members, Air Force Reserve members, and civilian employees assigned or attached to McChord AFB.

This instruction is affected by the Privacy Act of 1974. The requester shows, and on request gives, the affected individual a Privacy Act Statement for each form used to collect personal data, before asking for the information.

1. References. DODD 1010.10, Health Promotion, and AFI 40-101, Health Promotion Programs.

2. General. The Assistant Secretary of Defense (Health Affairs) has mandated “wellness” programs and ascertained that the military community must alter certain negative behavior patterns which cause premature and preventable illness and death. By emphasizing healthy lifestyles, we improve readiness, productivity and morale, and reduce medical expenditures. Although the individual is ultimately responsible for personal health and maintenance and healthy positive lifestyle behavior, base agencies and organizations must provide enhancements and motivation to persuade individuals to maintain healthier lifestyles. Health Promotion programs provide health information and guidance to the McChord AFB community concerning their health risks and activities that promote desirable health benefits.

3. Terms Explained:

3.1. Health Promotion. Any combination of health education and related organizational, social, economic, or health care intervention designed to facilitate behavioral and environmental alterations that

will improve or protect health. It includes those activities intended to support and influence individuals in managing their own health through lifestyle decisions and self-care.

3.2. Health Promotion Encounters. Each person served by a Health Promotion activity.

3.3. Self-Care. Acceptance of the responsibility to maintain personal health and to make health care decisions that are appropriate for the individual to make.

3.4. Target Population. Active-duty military personnel, retirees, their families, family members of deceased active-duty military, Air Force Reserve members and civilian employees assigned or attached to McChord AFB.

4. Objectives:

4.1. To encourage healthy, positive lifestyle behaviors in the community.

4.2. To motivate individuals to modify behavior and lifestyles toward optimal health.

4.3. To enlist active participation in healthy lifestyles by all Air Force organizations. Health Promotion is NOT solely a medical treatment facility program. It is a McChord AFB-wide preventive health effort coordinated through the Health Promotion Program Working Group.

4.4. To plan and work cooperatively with federal, national, state, and local health promotion activities.

5. Purpose. The Health Promotion Program (HPP) addresses the following six key areas as directed by the United States Air Force Surgeon General.

5.1. Tobacco Use (Prevention and Cessation).

5.2. Physical Fitness.

5.3. Nutrition (Health Food Choices).

5.4. Stress Management.

5.5. Substance Abuse (Awareness and Prevention).

5.6. Cancer and Cardiovascular Disease Prevention (Cholesterol and Blood Pressure Screening).

6. Responsibilities. The Health Promotion Program requires a comprehensive and coordinated effort of many agencies on base, especially the areas involved physical fitness and food services. The Health Promotion Program Working Group, consisting of representatives of all required base agencies, is responsible for dissemination of program information, and eliciting participation of the McChord population in Health Promotion events. The group will also maximize the impact of Health Promotion Program on our population by assisting with coordination of Health Promotion activities as directed by the Health Promotion Director.

6.1. The 62d Airlift Wing Commander (62 AW/CC) will:

6.1.1. Support the Health Promotion Program as a wing-level program. This may require financial assistance to support the AMC-directed health and wellness initiatives.

6.1.2. Appoints, in writing, on the recommendation of the medical treatment facility (MTF) commander, a highly qualified Medical Service Officer (or equivalent civilian grade) as the Installa-

tion Health Promotion Manager. A copy of the appointment letter will be forwarded to the MAJCOM Health Promotion Director (HPD).

6.1.3. Appoint or ensure the appointing of the following representatives to the Health Promotion Program Working Group (HPPWG) IAW AFI 40-101.

6.1.3.1. Chairperson.

6.1.3.2. Health Promotion Manager (HPM).

6.1.3.3. Medical Liaison/Advisor for the Fitness Program and Wellness Provider.

6.1.3.4. 62d Airlift Wing (62 AW) Executive Officer (or equivalent).

6.1.3.5. 62d Logistics Group (62 LG) Executive Officer (or equivalent).

6.1.3.6. 62d Operations Group (62 OG) Executive Officer (or equivalent).

6.1.3.7. 62d Support Group (62 SPTG) Executive Officer (or equivalent).

6.1.3.8. Western Air Defense Sector.

6.1.3.9. Installation Fitness Program Manager (IFPM).

6.1.3.10. Athletic Director.

6.1.3.11. Wing Safety.

6.1.3.12. Chaplain Office.

6.1.3.13. Social Actions, Substance Abuse Prevention Program Manager.

6.1.3.14. Tobacco Cessation Program Manager.

6.1.3.15. Mental Health, Stress Management Program Manager.

6.1.3.16. Civilian Personnel.

6.1.3.17. Family Support.

6.1.3.18. Family Advocacy.

6.1.3.19. Food Services Program Manager.

6.1.3.20. Public Affairs.

6.1.3.21. Retiree Affairs.

6.1.3.22. Child Development Center.

6.1.4. Encourage the participation of the following organizations as deemed necessary and appropriate.

6.1.4.1. Health and community service groups, i.e., American Heart Association, American Cancer Society, American Red Cross, etc.

6.1.4.2. Wives' Clubs (officer and enlisted).

6.1.4.3. Local Tri-Care contractor for clinical prevention and health promotion services.

6.1.5. Monitors the program to ensure a wide variety of high-quality programs are presented in each of the six main Health Promotion areas mentioned in paragraph 5. of this instruction.

- 6.1.6. Provides necessary support to those conducting the program and ensures resources are available to support Health Promotion initiatives.
- 6.1.7. Directs program involvement and participation by all committee members.
- 6.2. 62d Medical Group Commander (62 MDG/CC) will:
 - 6.2.1. Act as Chairperson, McChord HPPWG.
 - 6.2.2. Provide resources necessary to carry out an effective Health Promotion Program equivalent to those provided by the other key base agencies in health promotion.
 - 6.2.3. Review and approve the HPM job description annually.
 - 6.2.4. Recommend to the wing commander, appropriate clinic and base personnel to serve on the McChord Health Promotion Program Working Group.
 - 6.2.5. Meet at least quarterly with the HPM to keep abreast of current initiatives and program focus.
 - 6.2.6. Appoint medical providers in writing to provide health education programs regarding: Tobacco Cessation, Wellness, Air Force Fitness Program and others as appropriate.
 - 6.2.7. As Chairperson of the McChord Health Promotion Working Group, approve meeting's minute and review and approve activities reports provided locally to higher headquarters.
- 6.3. The Health Promotion Manager (HPM) will:
 - 6.3.1. Assist the McChord Health Promotion Program Working Group Chairperson.
 - 6.3.2. Brief the wing commander, as requested, regarding the status of the Health Promotion Program.
 - 6.3.3. Coordinate Health Promotion initiatives with the wing commander, HPPWG Chairperson, and base agencies involved.
 - 6.3.4. Maintain liaison with local (American Center Society, American Dental, Heart and Lung Associations, etc.) and base organizations concerned with preventive medicine and wellness.
 - 6.3.5. Conduct an assessment of McChord AFB's community health promotion needs every 2 years. The manager will ensure a Privacy Act Statement is included if the identify of the participant is disclosed, and also compare previous and current assessments and reports for the Health Promotion Program Working Group to use in evaluating current programs as well as in planning future programs to meet the McChord AFB community's needs.
 - 6.3.6. Manage Health Promotion Program resources.
 - 6.3.7. Projects annual goals for the program based on needs assessment, and inputs from 62 AW Commander, HPPWG Chairperson, 62 MDG Commander, Health Promotion Program Working Group, and HPPWG team captains.
 - 6.3.8. Documents and evaluates health promotion activities IAW AFI 40-101.
 - 6.3.9. Ensures program directives and operating instructions are reviewed and updated annually.
 - 6.3.10. Provides media with health promotion activities and articles.
 - 6.3.11. Manages health screening and administers health risk appraisals IAW AFI 40-101/AMC1.

- 6.3.12. Assists with the education and marketing of the “Check It Out” nutritional program.
- 6.4. Chairperson, McChord Health Promotion Program Working Group will:
 - 6.4.1. Conduct meetings and review and approve HPPWG meeting minutes.
 - 6.4.2. Ensure members execute programs for which they are designated as office of primary responsibility (OPR).
- 6.5. Health Promotion Program Working Group will meet at least quarterly. The goals of the group are to:
 - 6.5.1. Continue as a wing-level meeting. Implementation is achieved via HPPWG representatives with oversight of Health Promotion Manager.
 - 6.5.2. Serve as the single focal point for coordinating all Health Promotion programs on the base. As such, it will not only originate, plan, execute and evaluate initiatives of its own, but also those of its individual members.
 - 6.5.3. Augment member resources to present programs that have the maximum effect on the target population.
 - 6.5.4. Assess the health promotion needs and desires of the McChord community through a biannual survey.
 - 6.5.5. Establish specific Health Promotion Program goals and objectives based on assessed needs and facilities’ resources.
 - 6.5.6. Provide support to Health Promotion Manager by assisting with briefings to organizations and publicity.
 - 6.5.7. Identify personnel and resources that can be used in Health Promotion programs.
 - 6.5.8. Pursue effective methods for the dissemination of health information.
- 6.6. Health Promotion NCOIC will:
 - 6.6.1. Assist Health Promotion Manager with administrative matters, continuity folders, and files maintenance.
 - 6.6.2. Prepares the quarterly Health Promotions Activities Report for review and signature by the Health Promotion Manager, and 62 MDG Commander, and forwards through Medical Resource Management to MAJCOM Health Promotion Director.
 - 6.6.3. Prepare the monthly FIT EAGLE report for review by the Health Promotion Manager and ensures forwarding of report to the MAJCOM Health Promotion Director (SGP).
 - 6.6.4. Serve as the cost center manager for the Health Promotion Program. The NCOIC will oversee personnel and equipment related to booths, fairs, and other Health Promotion Programs and also be responsible to prepare an annual budget request.
- 6.7. HPPWG Members will:
 - 6.7.1. Execute programs for which they are designated as the OPR.
 - 6.7.2. Assist with program planning and execution.
 - 6.7.3. Serve on subcommittees as directed by chairperson.

6.7.4. Accept tasks, after coordination with their squadron commander, that may not be in their realm of expertise but not beyond their capability.

6.8. Commanders and supervisors at all levels will:

6.8.1. Permit sufficient time, as mission needs allow, for military personnel to exercise 30 minutes aerobically three times weekly and refer to Health and Wellness Center for additional counseling/guidance as appropriate.

NOTE: Civilian personnel are encouraged to participate in fitness programs which will maintain or improve their health and well-being. Supervisors may assist employees by granting annual leave or by increasing the length of the work day to permit an extended lunch period for such activities; however, no one may grant an excused absence from paid duty time for purposes of participating in physical exercise.

6.8.2. Set the example to ensure the promotion and practice of health lifestyle behaviors of subordinates under their command and in conjunction with the objectives in paragraphs 4.1. and 4.2. of this instruction. This can be facilitated through ensuring unit FIT EAGLE representatives participate in Health Promotion activities and regularly attend monthly meetings.

6.8.3. Encourage unit support of the Health Risk Appraisal program through ensuring the proper completion of the questionnaires prior to their submission to the Health Promotion office.

7. Procedures/Reporting:

7.1. 62d Medical Group personnel responsible for specific Health Promotion Program activities will be guided by appropriate policies regarding medical practices and procedures. Other base agencies performing health promotion activities will do so in coordination with the Health Promotion Manager.

7.2. The Health Promotion Manager must provide a monthly Health Promotion Activity Report to MAJCOM of any health promotion activities accomplished IAW AFI 40-101.

7.3. Minutes of McChord Health Promotion Program Working Group meetings are filed in the Health Promotion office. Copies will be sent to each committee member.

7.4. Specialized reports will be provided to MAJCOM as directed.

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